

Student Exiting Scenarios/Examples

This guide is designed to provide examples of students exiting school and the appropriate enrollment end date and enrollment end status that should be used in AIM.

Scenario	Example	Action
Student is continuing in the same school next year <i>(school is determined by the legal entity, not the building)</i> .	Student is moving from grade 01 to grade 02 in the same school.	End Date is the last day of school. End Status is 100: End of year, returning to same school next year.
Student has completed the highest grade level at a school <i>(school is determined by the legal entity, not the building)</i> and is moving to another school within the same district <i>(or school system)</i> .	Student is moving from Elementary school to Middle school in the same district, or moving from Middle school (grade 08) to High school (grade 09) in the same school system.	End Date is the last day of school. End Status is 110: Promoted to another school.
Student is moving from one school to another in the same district <i>(or school system)</i> , but has not completed all the levels at the school.	District has two K-6 schools and the student moves from one to another between grades 04 and 05.	End Date is the last day of school. End Status is 120: Transfer to a public school in the same district.
Student is moving from one school to another public school in another Montana district.	Student moves from Helena to Missoula.	End Date is the last day of school. End Status is 140: Transfer to a public school in another MT district.
Student moves from one school district to another school over the summer (another public school, out of state, private, homeschool, etc.).	Student moves to Colorado in July – school receives records request in August.	End Date is the last day of school in 07-08. End Status is changed from the end of year code (100, 100, 140) to a code appropriate to the transfer. If the student does not attend school in 08-09, do not create a new enrollment record.

Scenario	Example	Action
Student in grades 7-12 completes the 07-08 school year, but does not re-enroll for the 08-09 school year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	End Date is the last day of school in 07-08. End Status is 100: End of year, returning to school next year (or other appropriate End Status for the district – 110, 120, 140). For 08-09 year, enter a new enrollment record with Start and End Dates as the first day of school, an End Status of 340: Unknown and a Dropout Reason of 17: Unknown reason
Student in grades K-6 completes the 07-08 school year, but does not re-enroll for the 08-09 school year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	End Date is the last day of school in 07-08. End Status is 100: End of year, returning to school next year (or other appropriate End Status for the district – 110, 120, 140). For 08-09 year, enter a new enrollment record with Start and End Dates as the first day of school, an End Status of 260: Unknown
Student is in 8 th grade at a K-8 district (or school system).	Student is attending a small, rural school and will be attending High School in another town or city.	End Date is the last day of school. End Status is 140: Transfer to a public school in another MT district. Do not enter a graduate code or diploma information.
Student is in grade 12 and will graduate at the end of the 07-08 school year.	Regular High School graduate.	End Date is the last day of school. End Status is 400: Graduated. Enter the student's Diploma Date (date on the diploma or the last day of school), Diploma Type and Diploma Period (how long it took a student to graduate from first entry into 9 th grade).

Scenario	Example	Action
<p>Student is in grade 12, but has not yet completed graduation requirements as of the last day of the school year.</p> <p>The student completes the graduation requirements before the first day of the next school year.</p>	<p>A High School senior is one credit short of meeting the graduation requirements, and will take summer courses to complete the work.</p>	<p>End Date is the last day of school. End Status is 100: End of year, returning to same school next year. Once the student completes the graduation requirements, change the End Status to 400: Graduated, and enter Diploma Date (date on the diploma or the last day of school), Diploma Type and Diploma Period (how long it took a student to graduate from first entry into 9th grade). <i>If the student does not complete the requirements for graduation before the first day of the next school year, see below.</i></p>
<p>Student is in grade 12, but has not yet completed graduation requirements as of the last day of the school year.</p> <p>The student does not complete the graduation requirements before the first day of the next school year.</p>	<p>A High School senior is one credit short of meeting the graduation requirements, and will take summer courses to complete the work.</p>	<p>End Date is the last day of school. End Status is 100: End of year, returning to same school next year. Create a new enrollment record for the student in the 08-09 school year. If the student is not continuing with educational services enter a new enrollment record in the fall with Start and End Dates as the first day of school, an End Status of 340: Unknown and a Dropout Reason of 17: Unknown reason. If the student resumes educational services at the start of the 08-09 school year, enter a new enrollment record with a Start Status of 02: Continued enrollment same school, no interruption.</p>
<p>Student is in grade 8, but not continuing their education for religious reasons.</p>	<p>8th grade colony students.</p>	<p>End Date is the last day of school. End Status is 420: Completed school with other credentials. Do not enter Diploma Date, Diploma Type or Diploma Period.</p>